

Waltham Police Department

TRAFFIC MANAGEMENT SYSTEM

CHAPTER 62

General Order Number: GO-01 01/06

Effective Date: 01/2009

POLICY:

It is the policy of the Waltham Police Department to reduce the number of motor vehicle crashes by gathering valid crash and enforcement data, and making this data available to the Public Works Department, Traffic Commission, Traffic Engineering Department, Patrol Division, and other Public Safety groups. Useful, adequate, and timely information can form a basis on which to base crash prevention efforts and preventive programs. The traffic record system shall contain information on all crashes and traffic enforcement measures taken within the city.

PROCEDURES:

1. TRAFFIC RECORDS SYSTEM:

The traffic records system shall include the following:

- A. TRAFFIC CRASH DATA:** Computerized information system and manual files of all crash reports, reflecting the results of crash investigations, locations, etc.
- B. TRAFFIC ENFORCEMENT DATA:** Computerized information system and manual files of all citations issued for traffic violations. The Prosecution Unit of the Waltham Police Department will obtain data for criminal offenses as to dispositions.
- C. ROADWAY HAZARD REPORTS:** Officers noting hazards or defects will call in these defects to the police dispatcher, who shall make a computer entry and shall contact the appropriate maintenance services. This is done in accordance with Chapter 61 "Traffic Enforcement, Investigation, Direction, and Control," of the Waltham Police Department Manual.
- D. TRAFFIC SAFETY EDUCATION REPORTS:** Traffic crash information, statistics and problem analyses are periodically provided to the Community Services Division by the Planning and Research Department and others for use in traffic safety, enforcement, news releases, or meetings.

- E. TRAFFIC ENFORCEMENT ACTIVITY REPORTS:** Traffic enforcement activity reports are prepared by the Planning and Research Department, and the Community Services Division for the Patrol Division as requested to direct and evaluate patrol activity in support of crash prevention programs.

2. TRAFFIC CRASH DATA:

- A.** The "Commonwealth of Massachusetts Motor Vehicle Crash Report" shall serve as the primary source for the collection of data concerning motor vehicle crashes within the city.
- B.** Each officer who, in the course of his duties, investigates a crash shall complete a crash form as per the policy under Chap. 61 of the Waltham Police Department Manual.
- C.** The Crash Form will be turned into the Commanding Officer - Platoon on Duty, who will review it to ensure that the report is properly completed. When the Crash Form is properly completed, it shall be forwarded to the Community Services Division, along with any other applicable reports.
- D.** When the Community Services Division receives a crash report, it shall be copied. The information shall be entered into the computer and the report shall be filed. Such record shall be retained in accordance with public records law (Mass. Gen. Law, Chap. 66, Sec. 10, and Chap. 4, Sec. 7, clause 26).
- E.** The Community Services Division may provide on request a copy of the crash form to individuals, insurance companies, etc., in accordance with the CORI Law and the Public Records Law.
- F.** The original crash form shall be sent to the Registry of Motor Vehicles bi-monthly.

3. TRAFFIC ENFORCEMENT DATA:

- A.** The motor vehicle citation serves as the primary source for data collection for traffic enforcement. Each officer who, in the course of his duties, charges a motorist with a violation shall complete a citation.
- B.** The citation will be turned into the Commanding Officer - Platoon on Duty, who will review the citation and ensure that it is properly completed. When the citation is properly completed and reviewed, it shall be forwarded to the Community Services Division.
- C.** The Community Services Division will enter the citation data into the computer and file the copy by citation log number.

- D.** First line supervisors shall review citations issued by officers assigned to their groups on a monthly basis. The purpose of this review is to assure consistency of enforcement with regards to gender, race, or ethnicity. Additionally, supervisors shall monitor officer's consistency in application of discretion with regards to issuing warnings or complaints.

4. CITATION MAINTENANCE

A. Issuing Citations: Citations are kept in operations and replenished by the Community Services Division. Officers are to sign out each book they receive.

B. Accounting: Citations are maintained in the community services division. Completed citations are accounted for by an audit sheet generated from the planning and research supervisor.

C. Security: Citations are secured in the Community Services Division, which is locked and only accessible through an electronic system.

5 DATA ANALYSIS:

A. The responsibility of compiling traffic data shall be that of the Planning and Research Unit. The Community Services Division shall analyze the data prior to distribution to the Patrol Division for enforcement action.

B. A monthly report will be submitted to the Chief of Police that shows the total number of motor vehicle crashes investigated during the previous month.

6. PERSONNEL DEPLOYMENT:

Directed/preventive patrol assignments by the Commanding Officer - Patrol Division shall be made based on the selective enforcement crash information, provided by Planning and Research and or the Community Services Division. The Commanding Officer - Patrol Division shall concentrate enforcement efforts in the areas where crashes occur most frequently. The purpose of the directed/preventive patrol activity is to reduce the probability of crashes. Resources should be directed toward specific violations, in specific locations, based primarily on traffic crash experience.

7. SPECIAL REPORTS:

Special traffic crash/enforcement reports may be developed and made available as needed by the Planning and Research Unit.